



DEPARTMENT OF DEFENSE
UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799

MEMORANDUM FOR FINANCIAL & MANPOWER MANAGEMENT, Room A1040B
Attention: Mr. Greg Crum (295-9894)

SUBJECT: USU Form 448R, Request for Transfer of Funds

1. Name and address of federal organization providing support:

Note: If transfer is to a Non-DoD Federal agency, complete the reverse of this form.

2. In conjunction with support agreement# / MIPR# _____, it is requested that \$_____ be encumbered (obligated) against area/orgn code _____ for the period from _____ to _____. The cumulative amount of this order is \$ _____. This is a project work order: Yes / No

3. My area/orgn's current budget period will expire on _____. I understand that these funds must be obligated by the supporting agency by the expiration date or the funds will be returned to the grantor. I certify that the goods/services acquired under this agreement are legitimated, specific requirements representing a bona fide need of the fiscal year in which these funds are obligated.

4. Please provide a brief description of the support that to be provided:

5. The point of contact at USUHS for this request is:

Name _____ Telephone _____

The point of contact at the providing organization for this request is:

Name _____ Telephone _____

Requestor's Name (print or type)

Requestor's Signature

Date

Dept. Chair's Name (print or type)

Dept. Chair's Signature

Date

Requestor's USUHS Dept./Activity: _____

6. Complete if Services/Supplies are to be Provided Using a Non-DoD Contract: (Questions? Call CTR)

If this transfer will not require the award of a new contract or the award of an order against an existing contract by the receiving agency, initial here _____ and skip to # 7.

- a. Is this request in the best interest of USUHS and the DoD considering customer requirements, schedule, cost effectiveness and contract administration?
- b. Are the goods or services clearly within the scope of the contract to be used?
- c. If this requirement is for services, has a trained and certified C.O.R. been assigned to monitor performance?
- d. Are the requested goods or services consistent with appropriation restrictions for the referenced funds?
- e. Are there additional terms, conditions and requirements that should be provided to the assisting agency to comply with DOD-unique statutes, regulations, directives and other requirements?

7. If this request is being made under the authority of the Economy Act the following issues must be addressed:

- a. Can the supplies or services be obtained as conveniently or economically by contracting directly with a private source?
- b. If the request requires contract action by the servicing agency, at least one of the following circumstances applies (please circle applicable items):
 - (1) The acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of this order, to meet the requirements of the servicing agency for the same or similar supplies or services;
 - (2) The servicing agency has unique capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting agency; or
 - (3) The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.

8. DoD requires the following statement on interagency agreement funding documents for severable service and compliance with it:

"These funds are available for services for a period not to exceed one year from the date of obligation and acceptance of this order. All unobligated funds shall be returned to the ordering activity no later than one year after the acceptance of the order or upon completion of the order, which ever is earlier."

Requestor's Name (print or type)	Requestor's Signature	Date
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Dept. Chair's Name (print or type)	Dept. Chair's Signature	Date
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Concurrence:	Anthony Revenis, Director, Contracting	Date
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Approved/Disapproved	Stephen C. Rice, VP for Finance & Administration	Date
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